

THE CITY OF  
**MIAMI SPRINGS, FLORIDA**



INVITES YOUR INTEREST IN THE POSITION OF  
**CITY MANAGER**





## THE COMMUNITY

Located “in the heart of it all,” Miami Springs is bordered by Miami International Airport, the City of Hialeah, the Village of Virginia Gardens, and the Town of Medley.

Founded by an aviation pioneer, inventor, and land developer, Glenn H. Curtiss, in 1926, the 2.9-square-mile, triangular-shaped City grew along with aviation and became the favorite community for people employed by airlines and related businesses.

Hometown to 14,000 residents, Miami Springs, with a historic downtown with professional offices, retail stores, and restaurants, is now desirable to all ages because of its small-town flavor, with very active family-oriented civic amenities, including parks, racquetball and tennis courts, golf course, municipal pool, recreation/community center, newly renovated Curtiss Mansion, and a new senior center. Miami Springs great location to transportation corridors make it ideal for commercial and businesses alike.

Miami Springs City Hall, Police Department, and Miami-Dade County Fire Rescue personnel are located at 201 Westward Dr., a few blocks from The Circle, which has been the hub of the City since its inception.

## ABOUT THE GOVERNMENT

The City of Miami Springs operates under a City Council/Manager form of government. The City Council is comprised of an elected Mayor and four elected Councilmembers. These individuals act as the municipality’s legislative body and are elected to provide policy for the administration. Additionally, the elected body is responsible for establishing laws and regulations, setting millage rates, adopting budgets, appropriating funds, and other legislative matters.

### City Council Mission Statement

To provide leadership and direction for the City, to assure the present and future fiscal integrity of the municipal government, to represent the short and long-term interests of the City, and to promote quick, courteous responses to residents’ concerns.

The City’s General Fund Budget for FY 22-23 was \$20,247,825, and total budget, including all funds, was \$28,083,491.

## THE CITY MANAGER’S OFFICE

The City Manager is the Chief Administrative Officer of the City. The city government is headed by a City Manager who serves at the will of five elected officials: a Mayor and four Council Members, all of whom have an equal vote in decision-making. Per the City Charter, the office of the City Manager is responsible for implementing the policies mandated by the City Council. The City Manager is also responsible for directing all City departments and functions.



### Responsibilities include:

- Enforcement of all rules, regulations, and policies
- Preparation and submission of annual operating budgets
- Ensuring the fiscal integrity of the City
- Monitoring all contracts, administrative positions, capital projects, and other directives of the City Council

As Chief Administrative Officer, the City Manager oversees approximately 136 full-time and 90 seasonal or part-time employees among ten (10) major departments:

- Police
- Public Works (includes Solid Waste)
- Recreation (includes Parks, Aquatic Center, and Senior Center)
- Golf & Country Club
- Finance
- Planning and Zoning
- Human Resources and Risk Management
- Information Technology
- Professional Services (includes Procurement and Public Relations)
- Building and Code Compliance

The City Council is assisted by the City Manager, the City Clerk, and the City Attorney, who is available on a retainer basis. Two-thirds of the workforce is employed by the Police and Public Works departments, which are considered the most important to residents in emergencies, such as floods and storms.

**For more information, visit:**

<http://www.miamisprings-fl.gov>  
<https://www.elocallink.tv/m/v/Redesign4/?pid=w6wNAQ24>

## ABOUT THE CANDIDATE

**The successful candidate must:**

- Foster effective Council relations
- Have strong administrative skills
- Maintain positive community and intergovernmental relations
- Support economic development and revitalization
- Understand the Florida open meetings and public records laws

**Traits looked for by the Council are:**

- Fair
- Compassionate
- Good judgment
- Effective decision-making skills
- Integrity

The Council expects the successful candidate to be a member in good standing or eligible for membership with the International City/County Management Association.

Keeping current on City projects and updating the Council is essential. The successful candidate will have outstanding communication skills and understand the need to keep the Council equally well informed, readily sharing information and promoting transparency.

The manager will be comfortable telling the Mayor and Council what they need to hear and not just what they want to hear, and also comfortable taking direction from Council.

**The new City Manager will have the following Knowledge, Skills, and Abilities:**

- Integrity
- Good judgment
- Working knowledge of finance, budgeting, and funding
- Communicator
- Record of being a proactive problem solver
- Collaborative approach and a team builder
- Results-oriented with a commitment to excellence
- A strong leader and a good manager and know the difference between the two
- Ability to build a good team and empower that team
- Have an open-door policy where employees and residents have a sense of belonging
- Involvement in the community
- Must be bondable

**Opportunities facing the City are:**

- Development of the NW 36 Street corridor
- Ongoing development projects in the downtown area
- Potential annexation of land west of the City
- An ongoing \$4 million renovation of the City's golf course that will significantly increase golf revenues after re-opening on October 1, 2023

**Challenges the new City Manager is expected to address:**

- Negotiations for a new police union contract; the current one expires September 30, 2023
- The FY 2023-24 budget
- Addressing parking needs in the downtown area
- Updating the City's outdated code of ordinances
- Managing five major public infrastructure projects currently in progress
- Revising the citywide pay plan to be competitive with the market and retain valuable staff

## EDUCATION AND EXPERIENCE

Bachelor's degree in public administration, business administration, or a related field and ten (10) years of progressively responsible local government work experience, five (5) of which must have been at the department director level or higher;

**OR**

Fifteen (15) years of progressively responsible local government work experience, five (5) of which must have been at the department director level or higher.





## RESIDENCY

The City Manager may reside outside the City with the approval of the City Council.

## COMPENSATION AND BENEFITS

Salary is expected to be a starting base salary of \$175,000 to \$195,000 annually, depending on qualifications and salary history.

The Mayor and City Council are committed to a starting salary and benefits that will be competitive, depending on the experience and qualifications of the selected individual.

In addition, the City provides an excellent and generous benefits package to the successful candidate, including:

- Medical and life insurance
- Dental and vision plans
- Generous sick and vacation leave
- Choice of retirement plans: Membership in the City Employees Retirement System or a City-funded 401a plan

Candidates are subject to a comprehensive background check, including a credit report.

## HOW TO APPLY

Letter of interest and resume should be sent to: [DHHiggin@att.net](mailto:DHHiggin@att.net)  
Closing Date: May 15, 2023, at 5:00 pm EST



**Mercer Group Florida**  
*Consultants To Management*

Resumes are subject to the provisions of Florida's Public Records Law.

The City of Miami Springs is an Equal Opportunity Employer.

